

] ADVISORY: 2019]	Data Operations	] DATE: 02/24/98 ]
] _____]	DATA OPERATIONS TEAM	] _____]

] TITLE: Tape Processing and Return. ]  
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] Purpose ]  
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To ensure proper handling and return of tapes.

] Exceptions or Exclusions ]  
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The Department of Revenue and Finance tapes (40,000 - 50,000) do not need to be labeled. They are returned every morning from the previous day.

] Procedure for Incoming Tapes ]  
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All tapes sent to Data Operations for job input must have the following information written on them:

- a. Department name.
- b. Name of the person responsible for the data processing activities of the department and their phone number.
- c. The specific return date. This date can not exceed 10 working days from the date of submission of the tapes.
- d. Job numbers of the jobs the tapes will be used on.

Tapes that fall in the category of the tapes mentioned above and with a return date beyond 10 working days will be returned to their departments of origin regardless of the date specified once the 10 working days have elapsed.

This is the current version of an advisory previously issued 02/23/93.